

Section 01255

CHANGE ORDER PROCEDURES

PART 1 G E N E R A L

1.01 SECTION INCLUDES

- A. Procedures for processing Change Orders, including:
 - 1. Assignment of a responsible individual for approval and communication of changes in the Work;
 - 2. Documentation of change in Contract Price and Contract Time;
 - 3. Change procedures, using proposals and Modifications;
 - 4. Execution of Change Orders;
 - 5. Correlation of Contractor submittals.

1.02 REFERENCES

- A. Blue Book is defined as the Rental Rate Blue Book for Construction Equipment (a.k.a. Data Quest Blue Book).
- B. Rental Rate is defined as the full-unadjusted base rental rate for the appropriate item of construction equipment.

1.03 RESPONSIBLE INDIVIDUAL

- A. Provide a letter indicating the name and address of the individual authorized to execute Modifications, and who will be responsible for informing others in Contractor's employ and Subcontractors of changes to the Work. Provide this information at the pre-construction meeting.

1.04 DOCUMENTATION OF CHANGE IN CONTRACT PRICE AND CONTRACT TIME

- A. Maintain detailed records of changes in the Work. Provide full information required for identification and evaluation of proposed changes, and substantiate costs of changes in the Work.
- B. Document each proposal for change in Contract Price or Contract Time with sufficient data to allow evaluation of proposal.

- C. Include the following minimum information on proposals:
1. Quantities of items in original Document 00410 – Bid Form with additions, reductions, deletions, and substitutions.
 2. Quantities and cost of items in original Schedule of Values with additions, reductions, deletions and substitutions.
 3. Provide Unit Prices for new items, with supporting information, for inclusion in Schedule of Unit Price Work.
 4. Justification for changes in Contract Time.
 5. Additional data upon request.
- D. For changes in the Work performed on a time-and-material basis, provide the following additional information:
1. Quantities and description of Products.
 2. Taxes, insurance and Bonds.
 3. Overhead and profit as noted in Document 00700 - General Conditions.
 4. Dates, times and by who work was performed.
 5. Time records and certified copies of applicable payrolls.
 6. Invoices and receipts for Products, rental equipment, and subcontracts, similarly documented.
- E. For changes in the Work performed on a time-and-materials basis, rental equipment is paid as follows:
1. Actual invoice cost for duration of time required to complete extra work without markup for overhead and profit. When extra work comprises only a portion of a rental invoice where equipment would otherwise be on site, compute hourly equipment rate by dividing the actual monthly invoice by 176. One day equals eight hours and one week equals 40 hours.
 2. Do not exceed estimated operating costs given in Blue Book for items of equipment. Overhead and profit will be allowed on the operating cost.

- F. For changes in the Work performed on a time-and-materials basis using Contractor-owned equipment, use Blue Book rates as follows:
 - 1. Contractor-owned equipment will be paid at the Blue Book Rental Rate for the duration of time required to complete extra work without markup for overhead and profit. Utilize lowest cost combination of hourly, daily, weekly or monthly rates. Use 150 percent of Rental Rate for double shifts, one extra shift per day, and 200 percent of Rental Rate for more than two shifts per day. Standby rates shall be 50 percent of the appropriate Rental Rate shown in Blue Book. No other rate adjustments apply.
 - 2. Do not exceed estimated operating costs given in Blue Book. Overhead and profit will be allowed on operating costs. Operating costs will not be allowed for equipment on standby.

1.05 CHANGE PROCEDURES

- A. Changes to Contract Price or Contract Time can only be made by issuance of Document 00941 - Change Order. Issuance of Document 00940 - Work Change Directive will be formalized into a Change Order. Changes will be in accordance with requirements of Document 00700 - General Conditions.
- B. City Engineer will advise of Minor Changes in the Work as authorized by the Document 00700 - General Conditions by issuing Document 00942 – Minor Change.
- C. Request clarification of Drawings, Specifications, Contract documents or other information by using Document 00931- Request for Information. Response by Project Manager to Requests for Information does not authorize Contractor to perform tasks outside scope of the Work. Changes must be authorized as described in this Section.

1.06 PROPOSALS AND CONTRACT MODIFICATIONS

- A. Project Manager may issue Document 00932- Request for Proposal, which includes a detailed description of the proposed change with supplementary or revised Drawings and Specifications. Project Manager may also request a proposal in response to a Request for Information. Prepare and submit the proposal within seven days or as specified in request.
- B. Submit requests for Contract changes to City Engineer describing proposed change and its full effect on the Work, with a statement describing reason for change and effect on Contract Price and Contract Time including full documentation.

- C. Design Consultant may review Change Orders.

1.07 WORK CHANGE DIRECTIVE

- A. City Engineer may issue a signed Work Change Directive instructing Contractor to proceed with a change in the Work. Work Change Directive will subsequently be incorporated into a Change Order.
- B. Work Change Directives will describe changes in the Work and designate the method of determining change in Contract Price or Contract Time.
- C. Proceed promptly to execute changes in the Work in accordance with the Work Change Directive.

1.08 STIPULATED PRICE CHANGE ORDER

- A. A Stipulated Price Change Order will be based on an accepted proposal.

1.09 UNIT PRICE CHANGE ORDER

- A. Where Unit Prices for affected items of the Work are included in Document 00410 – Bid Form, the Change Order will be based on Unit Prices, subject to Articles 7 and 9 of Document 00700 - General Conditions.
- B. Where Unit Prices of the Work are not pre-determined in Document 00410-Bid Form, the Work Change Directive or accepted proposal will specify the Unit Prices to be used.

1.10 TIME-AND-MATERIAL CHANGE ORDER

- A. Provide itemized account and supporting data after completion of change, within time limits indicated for claims in Document 00700 - General Conditions.
- B. City Engineer will determine the change allowable in Contract Price and Contract Time as provided in Document 00700 - General Conditions.
- C. Maintain detailed records for work done on time-and-material basis as specified in Paragraph 1.04 above.
- D. Provide full information required for evaluation of changes and substantiate costs for changes in the Work.

1.11 EXECUTION OF CHANGE DOCUMENTATION

- A. City Engineer will issue Change Orders, Work Change Directives, or Minor Change in the Work for signatures of Parties as described in Document 00700 - General Conditions.

1.12 CORRELATION OF CONTRACTOR SUBMITTALS

- A. For Stipulated Price Contracts, promptly revise Schedule of Values and Application for Payment forms to record authorized Change Orders as separate line item.
- B. For Unit Price Contracts, the next monthly estimate of the Work after acceptance of a Change Order will be revised to include new items not previously included with appropriate Unit Prices.
- C. Promptly revise progress schedules to reflect change in Contract Time, and to adjust time for other items of work affected by the change, and resubmit for review.
- D. Promptly enter changes to on-site and record copies of Drawings, Specifications or Contract documents as required in Section 01785 - Project Record Documents.

PART 2 P R O D U C T S - Not Used

PART 3 E X E C U T I O N - Not Used

END OF SECTION